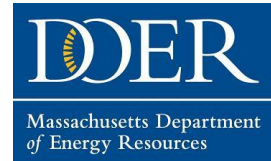




**FY 2011  
GREEN COMMUNITIES  
DESIGNATION AND GRANT  
PROGRAM**



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# DESIGNATION FORM

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## INSTRUCTIONS

This designation form is the first step in a municipality becoming a Green Community pursuant to MGL c 25A §10, the applicant must meet five criteria. Please fill out this designation form completely including providing the required information outlined in this form. The designation phase is a rolling process. Designation forms must be submitted no later than **Friday, November 19, 2011 by 5pm in order for your community to be eligible to participate in the Fall FY 2011 Grant Program (grant applications are due by January 21, 2011.)** One unbound hard copy and one compact disc copy must be submitted to the following address:

Department of Energy Resources  
Green Communities Division  
100 Cambridge Street, 10<sup>th</sup> Floor  
Boston, MA 02114  
ATTN: Cliff Sullivan

Once an applicant has completed this designation form, it will be reviewed by the Green Communities Division and a determination will be made as to designation. When an applicant is designated as a Green Community, it is eligible to apply for grant funds to support energy efficiency and renewable energy projects.

**Complete guidance on the Green Communities Designation and Grant Program and the criteria to become a Green Community are found at <http://tiny.cc/GreenCToolkit>.**

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## APPLICANT INFORMATION

Municipality / Regional Entity			Contact (print)	
Street Address			Title	
City/Town	State	Zip Code	Telephone	Email
	MA			

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**FOR APPLICANTS SERVED BY MUNICIPAL LIGHT PLANTS - pursuant to MGL c 25A, §10(e)**

Please indicate the date the Municipal Light Plant adopted the Renewable Energy Charge and attach a copy of the minutes reflecting the vote taken:

## MAKE UP OF REGIONAL ENTITY SEEKING GREEN COMMUNITIES DESIGNATION

Please list each of municipalities or local governmental bodies that make up the regional entity. Also, please include documentation explaining how the regional entity is constituted and organized.

[illegible]

## **CRITERION 1: AS OF RIGHT SITING**

Please indicate which type of as-of-right zoning the municipality is providing (**check all applicable boxes**).

### ☐ **RE/AE Generation**

- ☐ On-shore Wind – a turbine of a minimum 600kW in size or above
- ☐ Off-shore Wind – a turbine of a minimum 2.5MW or above
- ☐ Solar Photovoltaic – a single ground-mounted system of a minimum of 250 kW or above
- ☐ Biomass CHP - a minimum of 5MW in a stand-alone building
- ☐ Ocean, wave or tidal – no minimum threshold

### ☐ **RE/AE Facilities**

- ☐ Research and Development
- ☐ Manufacturing

## **Documentation Required**

### *RE/AE Generation Facilities*

Please provide the following documentation as evidence that the municipality has met this criterion (include documents with this form).

- Brief description of by-law
- Identification of designated locations
- Copy of bylaw or ordinance
- Site Plan Review language so that DOER can confirm that review is non-discretionary
- Copy of zoning map that shows area zoned

### *For RE/AE R&D and Manufacturing Facilities –*

Please provide the following documentation as evidence that the municipality has met this criterion:

- Applicable section of its zoning bylaw/ordinance
- Copy of zoning map that shows area zoned
- Important zoning definitions
- Relevant section of the use table and any key that will help DOER interpret the use table
- Any related local regulations applicable to facilities sited under the bylaw/ordinance—such as site plan review regulations—so that DOER can confirm that the related local regulations are non-discretionary; AND
- Yield calculations, either included in the text of the letter or attached.

In addition to the above, for those applicants that meet the criterion for R&D and/or Manufacturing through *existing* bylaws or ordinances, applicants must provide a letter from municipal counsel certifying

that the existing zoning complies with the RE/AE Facilities criteria. In terms of specific contents, the letter must cite and summarize the pertinent section of the zoning ordinance/bylaw.

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## **CRITERION 2: EXPEDITED PERMITTING**

Please indicate which type of as-of-right zoning the municipality is providing **(check the applicable box)**.

- ☐ **Local Expedited Permitting Process**
- ☐ **M.G.L. c43D – Expedited Permitting**

### **Documentation Required**

Please provide documentation that an expedited application and permitting process has been fully adopted for the as-of-right zoned parcels.

#### Local Expedited Permitting Process

- Municipalities must provide DOER a letter from legal counsel affirming that nothing within the municipality's rules and regulations precludes issuance of a permitting decision within one year along with the language addressing approval procedures and associated timing from any applicable bylaws/ordinances or regulations.
- The applicant should also include a copy of the applicable map(s) showing that the areas where the expedited permitting applies coincides with the as-of-right zoned areas for Criteria 1.

#### MGL c43D

- Municipalities must provide DOER with a certified copy of their City Council or Town Meeting vote designating the as-of-right zoned parcel(s) as a Priority Development Site ("PDS")
  - The applicant should also include a copy of the applicable map(s) showing the areas where the expedited permitting applies.
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## **CRITERION 3: ENERGY USE BASELINE / REDUCTION PLAN**

Please provide a copy of the Energy Reduction Plan for reducing energy consumption by 20% in 5 years across all municipally owned and operated buildings, vehicles, street lights and traffic lights. At a minimum, the Plan must include the following information:

- Identification of the inventory tool used
- Identification of the baseline year used
- Documentation of the results of inventory
- Specific energy conservation measures to be implemented, the reductions to be achieved, and a timeline with milestones to implement measures and achieve required energy reductions

- Documentation that both the general government and local school district have adopted the energy reduction plan. If a regional school district is included as part of the designation, documentation that the regional school district has adopted the plan must be included.

### **Public School Districts**

For a municipality to meet this requirement its public school district (not including regional school districts) must include its baseline in the municipalities baseline and adopt the energy reduction plan

### **Regional School Districts**

For regional school districts that wish to be part of a municipality's Green Communities designation (with approval by the municipality), the regional school district must establish an energy use baseline and assign the appropriate percentage of that baseline to the municipality (based on the funding assessment percentage that municipality contributes annually to the regional school district). The regional school district must also adopt the energy reduction plan associated with the baseline that is established.

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## **CRITERION 4: FUEL EFFICIENT VEHICLES**

Please provide the following documentation as evidence that the community has met this criterion:

- Copy of the policy or other mechanism adopted for purchasing only fuel efficient vehicles
- Inventory of non-exempt vehicles (model, year, estimated mpg) with plans for replacements with fuel efficient vehicles
- Documentation that both the municipality and the local school district have adopted the fuel efficient vehicle policy. If a regional school district is included as part of the designation, documentation that the regional school district has adopted the fuel efficient vehicle policy must be included.

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## **CRITERION 5: MINIMIZE LIFE CYCLE COSTS**

Please indicate which type of life cycle cost reduction the municipality is providing (**check applicable box**).

- ☐ **Adopted Stretch Energy Code (780 CMR 120.AA, the MA Board of Building Regulations and Standards [BBRS] Stretch Energy Code)**
- ☐ **Local Process**

### **Documentation Required**

Please provide the following documentation to verify that the municipality has met this criterion:

#### Stretch Energy Code

The municipality must provide documentation of the city council or town meeting vote adopting 780 CMR 120.AA, MA Board of Building Regulations and Standards (BBRS) Stretch Energy Code.

#### Local Process

The municipality must provide documentation of the standard adopted, the mechanism in place for requiring this criterion for new construction and documentation of how this standard provides reduced life-cycle energy costs.

NOTE: If a Municipality plans to meet this criterion through a local process, they are encouraged to submit a description of how it plans to do so with supporting documentation in advance of applying for designation. In this manner, the Green Communities can provide feedback on the acceptability of the identified process for meeting this criterion.

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## REQUEST FOR WAIVER

Pursuant to MGL c. 25A, Section 10(c), the Secretary of Energy and Environmental Affairs may waive these requirements based on a written finding that due to unusual circumstances, a municipality cannot reasonably meet all of the requirements and the municipality has committed to alternative measures that advance the purposes of the green communities program as effectively as adherence to the requirements.

Please select the criteria that the municipality is requesting a waiver for. A letter justifying why the applicant cannot meet this criteria (with supporting documentation) must be attached. In the letter please provide an alternative measure that advances the purposes of the Green Communities program as effectively as adherence to the requirement.

- |   |  |
|---|--|
| <input type="checkbox"/> As of Right Zoning       | <input type="checkbox"/> Expedited Permitting    |
| <input type="checkbox"/> Energy Baseline          | <input type="checkbox"/> Fuel Efficient Vehicles |
| <input type="checkbox"/> Minimize Life Cycle Cost |  |

## CERTIFICATION OF APPLICATION

The Chief Executive Officer must complete this certification.

I, \_\_\_\_\_ am authorized to execute said Application on the behalf of \_\_\_\_\_, the applying community and verify that the information in this application is true.

\_\_\_\_\_  
[Signature of Chief Executive Officer]

\_\_\_\_\_  
[date]

\_\_\_\_\_  
[Title of Chief Executive Officer]

### [TO BE COMPLETED BY NOTARY]

On this \_\_\_\_\_ day of \_\_\_\_\_, 2010, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, Chief Executive Officer of \_\_\_\_\_  
[name of Chief Executive Officer]

\_\_\_\_\_, as aforesaid, and proved to me through satisfactory \_\_\_\_\_  
[name of municipality]

evidence of identification, which was \_\_\_\_\_ to be the person whose name is \_\_\_\_\_  
[form of evidence]

signed on this document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose on behalf of \_\_\_\_\_.  
[name of municipality]

\_\_\_\_\_  
[Official Signature and Seal of Notary]

My commission expires on: \_\_\_\_\_ NOTARY SEAL HERE: